

Title:	Senior Finance Officer
Reports to:	Finance Director
Base School:	Coombe Wood School
Salary / Grade:	Grade 5/6, Spine point 12-20 (£25,137 - £28,992 FTE)
Hours:	Full Time (36 hours per week)
Contract Type:	Permanent

The Senior Finance Officer will have responsibility to support the finance team delivering a share service across four schools.

The focus of the role is ensuring high standards of accurate and timely information to inform and support decision making and contribute with the smooth, efficient running of the four Schools.

Responsibilities

Monthly Management Accounts, Forecasting & Annual Budgeting

- Work closely with the FD in the month end close process for Park Hill Junior School (PHJS) & Wallington County Grammar School (WCGS).
- Preparing the monthly management accounts and commentary, including KPI's for PHJS & WCGS.
- Review and update the analyses provided to the Headteachers and senior leadership teams of PHJS & WCGS as guided by the Chief Financial Officer (CFO).
- Work closely with the CFO to provide ad hoc analyses for the schools as required.
- Assist the CFO in the preparation of Forecasts and Budgets for PHJS & WCGS as well as other trust areas as required.
- Work closely with the FD to prepare and submit returns to the ESFA as required.

Maintaining the purchase ledger activity for PHJS & WCGS

- Matching invoices received to outstanding GRNs on PS Financials.
- Entering invoices to PS Financials.
- Investigation of any differences between invoices and orders.
- Analysing and reconciling supplier balances.
- Setting up new suppliers on PS Financials where appropriate.

Monthly Processes

- Collate information from the Trust ParentPay accounts, prepare the monthly journal and upload to PS Financials (PSF)
- Prepare monthly intercompany journals between the Trust and its Trading subsidiary and upload to PSF
- Preparation and upload of monthly payroll journals
- Reconciliations of amounts due to and from parental associations
- Reconciliation of school trip and events income and expenditure

Effective Day to Day Management:

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- All members of the IT team are expected to support and compliment the work of one another to ensure the efficient working of the school
- To liaise with the Headteachers and Office Managers to organise the schedule of works to minimise impact on educational delivery and to record the work undertaken
- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment
- To ensure compliance with the school's Health and safety policy and the current Health and Safety regulations
- The post holder will be expected to carry out all duties in the context of and in compliance with all Trust's policies and procedures and in compliance with our Equal Opportunities Policies and Code of Conduct.

Other duties

- Participate in training and other learning activities as required
- Attend and participate in regular meetings
- Contribute to the wider life of the school if required
- Perform all other reasonable requests from the Headteachers and Line Manager
- Respect confidentiality at all times.

Outcomes

Folio Education Trust teaching and non-teaching staff will work closely together across many different areas of the schools to ensure the best possible learning experiences for our students.

The Senior Finance Officer's role contributes towards the smooth and efficient running of the schools to support raising student motivation, aspiration and achievement, improving behaviour and contributing to a wide range of school objectives within the School Development Plans (SDP).

Alignment with our ethos and our core values is expected at all times.

August 2021
Review: Annually July

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification – Senior Finance Officer

Criteria	Essential	Desirable
Education & Qualifications:		
Educated up to A Level		X
English, Maths GCSE (or equivalent) at Grade C or above	X	
Relevant Accounting Qualification (AAT, ACCA, ACA)		X
Skills , Knowledge & Experience		
Good understanding of general accounting concepts	X	
Good understanding of Microsoft Excel and Microsoft Word	X	
Good understanding and previous experience with accounting software	X	
Previous experience with PS Financials		X
Have experience of working in an Education environment		X
Ability to travel using own transportation between the various Folio site schools. (Clean driving licence preferred.		X
Personal Qualities		
Willing to undertake and commitment to continuing professional development		
Show an understanding of safeguarding responsibilities and the need to work within the School's Child Protection Policy		
Appreciation of the issues of confidentiality and adherence to data protection regulations		
Ability to form good working relationships with students, colleagues and work as part of a team		
Good oral and written communication skills will enable you to confidently deal with all levels of stakeholders and internal colleagues including 3rd party suppliers		
Excellent troubleshooting skills, backed by a clear, analytical approach to problem solving		
Good organisational and time management skills and the ability to work under pressure and independently, with a proven track record of balancing priorities and working to strict timescales to deliver results on time and to a high quality in a fast paced, constantly changing environment		
Innovative, adaptable and flexibility in working practices with the ability to handle various pressures and demands associated with working in a customer-focused Finance support role.		
A high degree of professionalism in your approach to work and tasks set		
Present a good role model for students		
A good sense of humour		